

**LEON COUNTY CLERK OF COURTS  
OFFICE-WIDE POLICY AND PROCEDURE MANUAL**

Attachment # 2  
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SECTION: 2-6	TOPIC: Purchases of Food, Beverages and Entertainment
REVISION DATE: 09-14-04	APPROVED BY: /s/ Bob Inzer

- A. **Policy.** This policy provides guidance on the appropriate use of Clerk funds to purchase food, beverages, entertainment and awards. It covers purchases made by any means, including p-card, purchase order, or with personal funds for subsequent reimbursement.
- B. **General guidelines.** The decision whether a given expense is appropriate should be based upon whether or not the expense fulfils an appropriate public purpose.
- a. It is appropriate to provide citizen volunteers, serving on committees, snacks or a meal in conjunction with a meeting.
  - b. It is appropriate to provide food at non-employee meetings held to educate, gather information or encourage support for Clerk activities.
  - c. It should be the exception and not the rule to provide food and beverage items.
  - d. Generally, refreshments are not appropriate for routine meetings, such as supervisor, department or division meetings.
  - e. Whenever there is a doubt, the individual should contact Administration for guidance.
- C. **Specific examples.**
- a. Senior managers may take customers, dignitaries and "out of town official visitors" to a meal to explore business-related issues, customer service issues, etc. with prior approval by the Chief Deputy or Clerk. Such activities should be the exception and not the rule.
  - b. Employees making out of town site visits to other governmental offices may take their hosts volunteering their time to a meal.
  - c. Refreshments may be purchased for team recognition events celebrating completion of a team's project.
  - d. Refreshments may be purchased for selected holiday events if they are office-wide and if approval is granted by the Clerk in advance.
  - e. Employees called in to work on evenings, weekends and holidays when not regularly scheduled may be provided with food and/or refreshments.

- f. Reimbursement to employees for attending special events where the employee is representing our office in an official capacity, such as the United Way kickoff luncheon, Tallahassee Bar, Legislative reception, Chamber of Commerce, etc.
  - g. Off-site meetings when working through a meal, such as work sessions at the FACC headquarters.
  - h. A meal may be provided for service awards and other office-wide recognition events.
  - i. Refreshments are generally appropriate for discrete training events and new employee orientation.
- D. **Prohibitions.** Certain categories of purchases can generally be ruled out, although exceptions may be made by the Clerk. Refreshments should not be purchased for:
  - a. supervisor meetings, division meetings, and departmental meetings;
  - b. Birthday celebrations; and
  - c. Working through lunch, whether planned in advance or not.
- E. **Entertainment.** Entertainment is not generally approved for payment as a public expense.
- F. **Exceptions.** Requests for exceptions should be made to Administration in advance of the event. Requests should provide full details as to the cost, attendance, and public purpose of the expenditure.

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